United Nations ST/SGB/2011/3

Secretariat

16 March 2011

Secretary-General's Bulletin

Management Committee

The Secretary-General, for the purposes of strengthening the work of the Management Committee, and taking into account the provisions of relevant General Assembly resolutions and related Secretary-General's bulletins, including ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat, as amended by ST/SGB/2006/14 on the role and functions of the Management Committee, has decided to amend the terms of reference of the Management Committee. He promulgates the following:

Section 1
Functions

1.1 The Management Committee shall:

(a) Consider internal reform and management-related initiatives and issues, including change management processes, requiring strategic direction from the Secretary-General;

(b) Ensure that findings and recommendations of the Board of Auditors, the Joint Inspection Unit and the Office of Internal Oversight Services are effectively fed into the executive management processes, and that accepted recommendations are followed up and implemented in a timely manner;

(c) Maintain ongoing dialogue with the Board of Auditors, the Joint Inspection Unit, the Office of Internal Oversight Services and the Independent Audit Advisory Committee to exchange views on issues of mutual interest.

Section 2
Composition

2.1 The Management Committee shall be chaired by the Deputy Secretary-General, on behalf of the Secretary-General. Its members shall consist of the Chef de Cabinet, Deputy Chef de Cabinet, Assistant Secretary-General for Policy Planning, Under-Secretary-General for Management, Under-Secretary-General for Field Support, Assistant Secretary-General for Human Resources Management, Assistant Secretary-General for Programme Planning, Budget and Accounts/Controller, Under-Secretary-General for Economic and Social Affairs, Under-Secretary-General for General Assembly and Conference Management,

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Under-Secretary-General for Legal Affairs/The Legal Counsel, Assistant Secretary-General for Peacekeeping Operations, and Assistant Secretary-General for Information and Communications Technology/Chief Information Technology Officer, as well as the Coordinator of the Regional Commissions and one representative, at the Director-General level, drawn from the United Nations Office at Geneva, the United Nations Office at Nairobi and the United Nations Office at Vienna, with representation alternating among the three offices away from Headquarters, on an annual basis.

2.2 Substitutes may participate by invitation in case of unavailability of one or more of the members.

2.3 The Under-Secretary-General for Internal Oversight Services shall participate, as an observer, in all oversight meetings of the Committee.

2.4 Heads of departments and offices who are not members of the Management Committee may propose items for consideration by the Committee, which may invite them to participate as required.

2.5 The Management Committee shall invite, as appropriate, representatives of any department or office in the Secretariat to advise on substantive questions.

Section 3
Frequency of meetings

3.1 The Management Committee shall normally meet once a month.

Section 4
Final provision

4.1 The present bulletin shall enter into force on the date of its issuance.

4.2 The present bulletin shall replace section 2 of Secretary-General's bulletin ST/SGB/2005/16, entitled "New mechanisms to strengthen the executive management of the United Nations Secretariat", as amended by Secretary-General's bulletin ST/SGB/2006/14.

(*Signed*) **BAN** Ki-moon
Secretary-General